users should do when they enter invalid content. You can also set the cell to refuse invalid content, accept it with a warning, or start a macro when an error is entered.

Defining validation

To validate any new data entered into a cell:

1) Select a cell and go to **Data > Validity** on the Menu bar to open the Validity dialog (Figure 38).

2) Define the type of contents that can be entered in that cell using the options given on the tabbed pages for *Criteria*, *Input Help*, and *Error Alert*. The options are explained below.
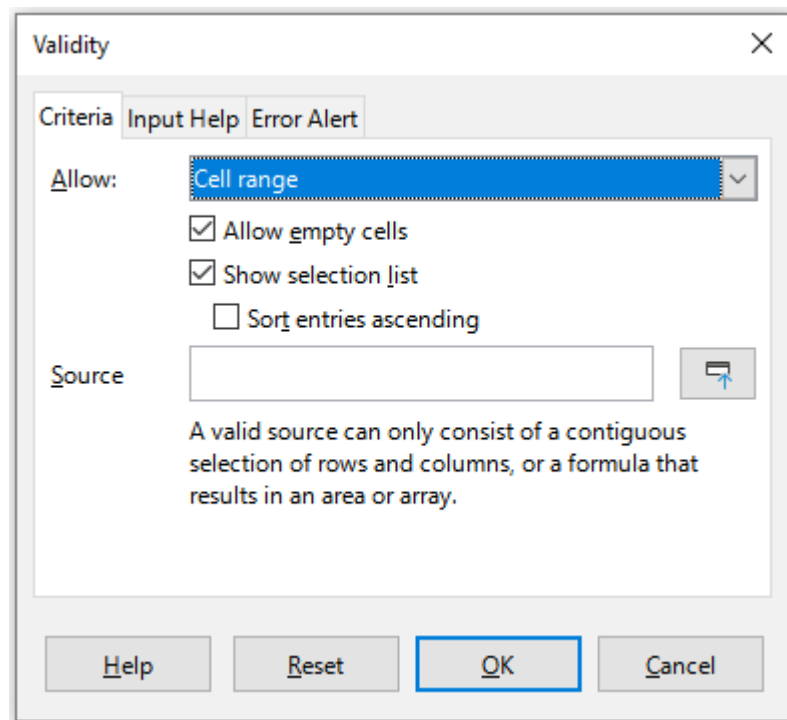

Figure 38: Validity dialog – Criteria tab

Criteria options

Specify the validation rules for the selected cells using the *Criteria* tab of the Validity dialog as shown in Figure 38. For example, you can define criteria such as numbers between 1 and 10, or texts that are no more than 20 characters.

The options available on the *Criteria* tab will depend on what has been selected in the *Allow* drop-down list.

- **Allow** – select a validation option for the selected cells from the drop-down list.
  - *All values* – no limitation.
  - *Whole Numbers* – only whole numbers allowed.
  - *Decimal* – all numbers correspond to decimal format.
  - *Date* – all numbers correspond to date format. The entered values are formatted the next time the dialog is called up.
  - *Time* – all numbers correspond to time format. The entered values are formatted the next time the dialog is called up.
  - *Cell range* – allow only values that are given in a cell range. The cell range can be specified explicitly, or as a named database range, or as a named range. The range